

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
May 8, 2019
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Katrina Gutierrez
Jacquie Van Huss
Elaine Fink

Commissioners Absent

Shannon Wentworth

Staff

Paul Irwin
Debora Kerns-Barba
Bernice Polkenhorn

Guests

Rose Cobb
Lynell Shaffer (Entered @ 6:14)

A. CALL TO ORDER:

Thomas Galt called the meeting to order at 5:04 pm.

B. ROLL CALL AND QUORUM DETERMINATION:

Roll was called and it was determined that a quorum was present.

C. APPROVAL OF AGENDA:

Bobby Hale motioned to approve the agenda with the following change:

- Move Rental Unit Administration from H(4) to F(3).

Richie Cline seconded, and the motion carried 7/0/0.

D. APPROVAL OF MINUTES 4/24/2019:

Richie Cline motioned to approve the 4/24/19 meeting minutes, Christopher Aguirre seconded, and the motion carried 5/0/2. Elaine Fink and Jacquie Van Huss abstained.

E. REPORTS:

(1) Director:

i. 2017 ICDBG – Sierra Mono Museum:

The director reported that windows have been installed, the crew completed sheeting the roof, installed fascia, and passed inspection yesterday on the building envelop, windows, and roof nailing. They have installed underlayment

on the roof in anticipation of rain later this week. Electrical and HVAC are progressing within the expansion now. We completed procurement of insulation and doors. The director also picked up paint samples based on the SMM Board's prior recommendations, and final exterior colors were selected by SMM. Our exterior siding has arrived and is in the local vendor's yard. The next steps will be underground plumbing and then we can form exterior sidewalks. We will be ordering the metal roof and will begin trimming at the corners and snapping lines but will need our exterior doors before we can complete siding. Public comments and further discussion and updates on the expansion and renovation occurred.

ii. **Mill Site Road:**

The director reported that he has still been coordinating the level of engineering necessary for the mill site road in coordination with the North Fork Community Development Council and their development consultant. The engineer selected revised their proposal yesterday, and that was provided to the NFCDC. The total estimated cost did not change since it is a time and materials form of agreement with a not to exceed limit, but the director has conveyed to the NFCDC that engineering will be limited to the extent necessary for approval and construction to limit costs. If there is no further concern, the director will recommend to Tribal Council to finalize the engineering contract and initiate surveying and geotechnical work.

iii. **Playground:**

The director reported that we began weed eating and prepping the playground site late last week. A skid steer was rented to prepare the ramp system for asphalt. The paving contractor is scheduled to begin next Wednesday. As of today, the crew was nearing completion on the ramp preparation and will be addressing other erosion around the site.

iv. **Visit Yosemite | Madera County:**

The director received notice last Wednesday that NFRIHA's application for a 2019 Tourism Improvement Grant from Visit Yosemite | Madera County was awarded to NFRIHA in the amount of \$5,000 for a replacement monument at the intersection of Road 225 and Road 274. The BOC previously approved for the director to submit this application at a BOC Meeting on 4/10/19, because NFRIHA was an eligible nonprofit applicant.

v. **Madera County Roundabout:**

The director reported that the North Fork Roundabout went to the Madera County Board of Supervisors yesterday for final approval, and it was approved. Prior to the meeting the director informed County Public Works staff of the tourism improvement grant award to confirm that the foundation included in the base bid package would be utilized, in case there were questions and so that it was not removed from the budget. Several Tribal Council Members/Commissioners present had attended the Madera County Board of Supervisors meeting stated that it was conveyed no cultural features were to be provided. The director stated that he would follow up but had communicated with Madera County Public Works staff and only the center island features were to be excluded due to the budget. It was understood that the concrete apron would still have a pattern and the foundation for the prior Native American

monument was to be provided. A copy of the low bid had been provided as well as the engineering drawings as bid for those items.

vi. **North Fork Water Treatment:**

The director reported that Sierra News Online published an update on the North Fork Water Treatment System on 4/26/19. The director has been trying get confirmation from the County that the proposed system upgrades will accommodate our future development pursuant to our MOU from 2002 and followed up with the County following the article. The County had completed a study on the system treatment in August 2017 and it was not clear if the system would accommodate the Tribe's future connections based on projections. The County confirmed that the annual production values from that report did include water consumption from the Tribe, and they asked for further details on our proposed future development. Since our preliminary engineering and design was completed for the proposed LIHTC project, the director was able to provide them drawings and an exact list of existing and future facilities with unit sizes and square footages. Madera County Public Works provided a confirmation email that the treatment upgrades will have the capacity for the Tribe's future developments.

(2) **Chairperson:**

(3) **Other:**

i. **Financials:**

The director and staff presented the IHBG financials as of May 1st.

ii. **Monthly Report:**

The director and staff presented the IHBG monthly report for April.

iii. **Maintenance Report:**

The director and staff presented the monthly maintenance account report for April.

F. **NEW BUSINESS**

(1) **Indian Housing Block Grant (IHBG) Program – Competitive Grants:**

The Director reported that an Indian Housing Block Grant (IHBG) Competitive Grant opportunity was released yesterday. There is \$198,000,000 available, with an award ceiling of \$5,000,000 and 80 anticipated awards. This is due August 8th and will need to be one of our top priorities. The director proposed utilizing this funding for infrastructure costs associated with and not covered by the Low-Income Housing Tax Credits. Preliminary engineering estimated infrastructure as a cost of approximately \$4 million, and it was going to be necessary to take a HUD Title VI loan against our future IHBG funding allocations to cover the costs. The director expressed that based the documentation prepared for the LIHTC application we should be in a good position to apply for this funding and have the necessary engineering and estimates for the request.

(2) **Meeting Minutes:**

Consensus of BOC to put meeting minutes on the North Fork Rancheria website's citizen portal, Tribal ID numbers will be redacted for confidentiality.

(3) **Rental Unit Administration:**

Commissioner Jacquie Van Huss inquired into the rental unit application, waiting list and selection process. The director presented the housing application which identifies the location and unit sizes to be selected for the waiting list. The director reported that applicants are selected on a first come first serve basis based on application date. Applicants are required to update annually and are required to update upon selection to determine if they qualify for pre-determined rent amounts for each unit which is based on the number of bedrooms. Commissioner Jacquie Van Huss expressed concern regarding the process and an applicant's ability to be placed on all unit sizes despite household size/income and expressed the desire for selection to be based on need, and that existing tenants needs have been fulfilled which should prevent them from switching units or remaining on waiting lists for other unit sizes or locations. The director, staff and other BOC members expressed that this has been the established procedure. Staff confirmed that all applicants selected regardless of household size were required to be low-income, under 80% of the median, and their income had to support the predetermined rent within 30% of their adjusted gross income. It was expressed that that applicants seek to be placed on multiple lists due to the limited availability of units, and first come first serve has been the most equitable and fair means of selection for those who have been on the list for several years. Policy revisions have previously been discussed and policy examples have been provided by the Low-Income Housing Tax Credit (LIHTC) consultant for implementation during the tax credit project.

G. **OLD BUSINESS:**

H. **EXECUTIVE SESSION:**

Jacquie Van Huss motioned to go into executive session at 6:28 pm, Richie Cline seconded, and the motion carried 7/0/0.

(1)

[REDACTED]
The director reported on the approval of non-low emergency rental assistance.

(2)

[REDACTED]
The director reported on a housing rehabilitation application, scope of work to follow at future meeting,

(3)

Personnel:

The director provided an update on the job opportunities posted and potential hires.

(4)

Rental Unit Administration:

Continued discussion on rental unit administration, minimum eligibility requirements and policies.

Elaine Fink motioned to come out of executive session at 7:37 pm, Katrina Guitierrez seconded, and the motion carried 7/0/0.

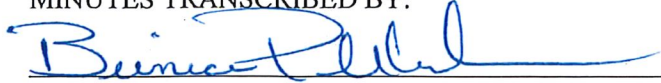
I. **NEXT MEETING:**

May 22, 2019 at 5:00 pm.

J. **ADJOURNMENT:**

Richie Cline motioned to adjourn at 7:39 pm, Jacquie Van Huss seconded, and the motion carried 7/0/0.

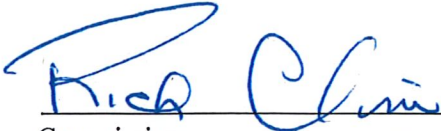
MINUTES TRANSCRIBED BY:



Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 22nd day of May 2019 at which a legal quorum was present, these minutes were approved as written by a vote of 6 for, 0 against, and 0 abstaining.



Commissioner

5-22-2019

Date



Commissioner

5-22-2019

Date